

Instructions for Completing the Bureau of Justice Assistance (BJA) FY 2004 G.R.E.A.T. Grant – Progress Report Data Collection Form

General Instructions:

- This first report, for the FY 2004 G.R.E.A.T. grants should reflect actual G.R.E.A.T. activity data for the period of **January 1, 2004 through December 31, 2004.**
- All subsequent reports should reflect date for the periods of:

January 1 through June 30
July 1 through December 31

Note: If your grant end date has been extended to March 31, 2004, your Final Programmatic Progress will cover the period of January 1 through March 31, 2004 and the face sheet should be marked "Final Report:

- This report is being offered in MS Word format and can be completed on a computer.
- This report ***must*** be filed along with the Standard Categorical/Discretionary Progress Report.

The below instructions correspond with the data field #s on the form.

1. List all G.R.E.A.T.-certified officers, from your agency, who taught G.R.E.A.T. during the period covered by this report. List by last name and include the officer's first name.

Use the letters "Y" or "N" to indicate whether each officer is active in your agency's G.R.E.A.T. Program ***on the date this report is completed.***

2. For each officer, listed, please provide the name(s) of the school(s) at which the officer taught the G.R.E.A.T. program.

For each school, state how many individual classes of students were instructed in the G.R.E.A.T. Program

3. Enter a "C" for CORE/Middle School Curriculum and "E" for Elementary curriculum.

State the number of students, by grade level, who completed the curriculum.

Note: Students must have completed the ***13-week CORE/Middle School*** or ***4-week Elementary*** curriculums. The Elementary curriculum was revised in late 2004 and has been expanded to a 6-lesson format.

4. If your agency sponsored a G.R.E.A.T. Families Component, during the period covered by this report, please state the # of Family Units (parents, legal guardians or custodial adults and children) that completed the 6-week program.

Note: All G.R.E.A.T. grantees who receive \$100,000 or more of Federal G.R.E.A.T. funds ***must*** implement a G.R.E.A.T. Families Component for each funding cycle.

5. If your agency sponsored a G.R.E.A.T. Summer Component, during the period covered by this report, please state the # of days or# of weeks of Summer activities your agency sponsored and the number of students that participated in the Summer activities.

Note: All G.R.E.A.T. grantees who receive \$100,000 or more of Federal G.R.E.A.T. funds ***must*** implement a G.R.E.A.T. Summer Component for each funding cycle.

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Grantee Name: _____ **State:** _____

Award #: _____ Date of this Report: _____

Note: The data reported on this form should accurately reflect actual G.R.E.A.T. program activities for the period of January 1, 2004 through December 31, 2004.

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